

Permit *Application*



1. Vacation Rental Address (must be located in coastal zone)

A separate application is required for each short-term vacation unit, even if multiple units share the same address.

Vacation Rental Unit Address _____

Number of Bedrooms (Studio = 1 bedroom) _____

2. Owner Information

Owner Name (Please Print) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

3. Agent Information (if applicable)

If the property is represented by an agent(s) or rental company, or if someone other than the owner is acting as applicant on the owner's behalf, please sign the authorization and complete the information below.

OWNER'S AUTHORIZATION: I authorize the person listed below to act on my behalf in order to comply with Chapter 5.60 of the Carlsbad Municipal Code. I understand that this does not relieve me of any personal responsibility or personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and occupancy of this short-term vacation rental unit.

Owner Signature _____ Date _____

Agent Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Agent Signature _____ Date _____

4. 24/7 Contact Information

*The following individual will be available by telephone and will be responsible for promptly responding 24 hours per day, 7 days per week to all complaints arising from the occupancy of the short-term vacation rental by occupants, their visitors and/or guests. A return telephone call to a complainant within **45 minutes** of the initial complaint shall be deemed "prompt."*

Print Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

The following box is for office use only

Date Issued: _____ ☐ New ☐ Renewal ☐ Permit Expiration Date: _____ Business License No. _____



5. Planned Advertising

The short-term vacation rental permit number must be included in all advertisements for the unit. Please list any planned advertising, including online sites.

6. Acknowledgements and Certification (Please read carefully and sign)

I certify that the property listed in this application qualifies for use as a short-term vacation rental and will be operated in compliance with Carlsbad Municipal Code (CMC) Chapter 5.60 and all other applicable local, state and federal laws and regulations. I also certify that the information provided on this application is true and correct. I have received a copy of the good neighbor guidelines and will provide a copy to every renter of the short-term vacation rental unit. If my property is located within a Homeowners Association, I understand it is my responsibility to determine if there are any HOA restrictions regarding short-term vacation rentals.

Owner/Agent Signature _____ Date _____

Renew Annually

Please make sure to keep track of your permit expiration date and renew your permit and business license annually. No reminder notices will be sent. If you fail to renew your permit and continue to rent your property, you will be in violation of the Carlsbad Municipal Code and could have future short-term vacation rental permit privileges revoked.

Permit Posting

CMC Chapter 5.60 requires applicants to display a legible permit on the exterior of the unit within plain view to provide the general public with the 24 hour, seven day a week contact phone number for a private party responsible for the unit to respond to complaints regarding its operation. The permit shall be displayed at all times the unit is used as a short-term vacation rental.

Clear Form

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